Tips for Saving Time

Are you a morning or a night person? Do your most difficult jobs when you are your strongest and most alert. Routine tasks can be saved until later.

- **Use spare time effectively.** Carry note cards with class notes on them. Use these cards to study from when you are eating lunch during breaks at work, while waiting in line at the store, or in doctor’s office, etc. Three 5 minute study periods very day for 5 days equals 1 hour and 15 minutes that would otherwise have been wasted.

- **Combine elements in your life.** Walking to school with a friend lets you exercise and socialize at the same time.

- **Finish a task.** People who get the most done are single minded about each task. Don't let interruptions get in your way.

- **Learn to say NO.** Before offering to volunteer for any activity find out much time will be involved.

- **Make a To Do List each day.** Set A, B, C, priorities and following through with them. Divide time and tasks into manageable sections of A (high value) B (medium value), and C (low value) A's stand out-they are the attention getters. Work on the list at the beginning and end of each day. Keep it visible, and use it as you go through the day.

- **Know the 80/20 Rule.** This rule states that 80 percent of the value rests in 20 percent of the items that need to be accomplished. Eliminate activities that are not productive soon as possible to arrange your schedule around high priority tasks. Examine the value of the items you need to do and devote your energy to the most important things. Keep handy a group of small tasks which can be done in between other tasks.

- **Learn to be a good listener.** Time put into careful listening helps save time getting directions later.

- **Schedule disagreeable tasks between agreeable ones.**

- **Delegate tasks** with those you live with so everyone does his fair share.
• **Do your thinking on paper.** You will make decisions quicker and better if you write down pros and cons of your actions.

• **Save the most interesting work until last.** Having something to look forward to will help you stay with the jobs you don't like.

• **Continually ask yourself: What is the best use of my time RIGHT NOW?**

• **If possible, use daylight hours for study.** Research has shown that each hour used for studying during the day is equal to one and a half hours at night.

• **Choose your study time wisely.** Study before a speech class or other class requiring an oral report. Understanding is aided by a review of your notes immediately after a lecture-type class.

• **For term papers and long term projects, double your time estimate and start jobs ahead of time.** Break long tasks into sub-goals and do a little each day.

• **Record your notes on cassettes.** Use only information you believe is important enough to remember. Play back the cassette in the car while driving, or use it in a walkman type player while exercising or doing other activities.

• **Attach small metal or plastic clips at eye level near mirrors and on walls.** While combing your hair or washing dishes, you can read the notes on the card. Cards placed on clips can be changed. Posting or taping cards to walls is not practical.

• **Buy or make a calendar that shows the entire month on one page.** For control, you need to see what assignments are due and when they are due at a glance.

• **If you get sleepy before bedtime, don't take a nap.** Pick up a text, stand up, and pace the floor reading. The sleepy feeling will pass. Then go to bed at your regular time.

• **Obey the alarm clock.** Make your feet hit the floor immediately.

• **Review while walking.** While walking from a class, try to recall the main points of the lecture you have just heard. If you are walking to a class, try to recall main points you heard at the last meeting of that
class.

- **Study a subject in short daily periods.** It is better to study a subject one hour each day for five days, than to group five hours of study into one day.

- **Plan ahead.** Do Christmas shopping now. Telephone ahead to see if a store has an item you want instead of looking through several stores. Figure out what is the peak time for stores, banks, and the post office, and avoid these places during those times.

- **Lead a balanced life.** Take time out for recreation. Exercise is important. Regular exercise proper diet, and a healthy lifestyle contribute to a more productive life.